



Wichita Police Department Policy Manual

Approved by: _____

Policy 715 – Records Retention, Storage and Destruction

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Maintained by:
Records Bureau

Issue/Rev.: 1 03-21-2011

- 715.01 The purpose of this policy is to ensure that a general Wichita Police Department Records Retention/Destruction schedule for official records is created. Records of the Wichita Police Department will be maintained in accordance with the City of Wichita Administrative Regulation 1.13.

ESTABLISHMENT OF RECORDS CORR DINATOR POSTITION

- 715.02 The Records Bureau Commander will be the Records Coordinator for the Wichita Police Department.

ESTABLISHMENT OF RECORDS RETENTION/DESTRUCTION SCHEDULE

- 715.03 The general schedule establishes a minimum retention period and authorizes dispositions for many administrative and legal records common to the operation a government office. Using the schedule as a guide and without seeking further approval, Bureau Commanders of the Wichita Police Department may authorize the disposal of any records as authorized by the schedule. This Wichita Police Department Records Retention/Destruction schedule will be subject to the following exceptions and limitations.

- A. Any Wichita Police Department Office, Division, Bureau, Section or Unit may retain any of their records beyond the retention periods set by the schedule as they deem necessary. The schedule only establishes a minimum period of retention. Before retaining a record longer than the minimum time required, justification should be provided to the Records Coordinator for the department.
- B. This policy does not relieve members of the department of retention requirements mandated by other state and federal statutes and regulations. When such an obligation does exist, then the longer retention period takes precedence.
- C. This Wichita Police Department Retention Schedule generally reflects audit requirements in its prescribed retention periods, but audits are not always completed in a timely fashion. Therefore, any record required for an audit must be retained until completion of that audit, regardless of its stated retention period on the general schedule.
- D. The access restriction cited in this document should be applied with caution. Restrictions on public access to records often apply only under particular circumstances or only to portions of a record series. To ensure compliance with the Kansas Open Records Act, members of the department should seek Law Department review before limiting public access to records.
- E. The established Wichita Police Department Records Retention/Destruction Schedule does not authorize destruction of records which could be deemed relevant to current pending litigation.

REVIEW OF THE RECORDS RETENTION/DESTRUCTION SCHEDULE

- 715.04 A review of documents listed on the Wichita Police Department Records Retention/Destruction Schedule will be conducted each year in the Month of October. The Records Coordinator will request that Bureau Commanders conduct a review of records under their care as they appear on the Records Retention/Destruction Schedule which can be found on the Police Secure site in Shared Documents. Questions regarding retention or destruction will be directed to the Records Coordinator.